United Nations ST/IC/2016/15

Secretariat

22 July 2016

# Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations mandatory programmes**

1. The purpose of the present information circular is to inform staff about the current mandatory programmes for staff members of the United Nations Secretariat. The aim of mandatory programmes is to build a common foundation of knowledge and promote a shared organizational culture among staff of the Organization.

2. In June 2014, the Management Committee approved the establishment of the Mandatory Programmes Working Group as the new coordination mechanism for mandatory programmes for staff members across the Secretariat.

3. In 2015, the Mandatory Programmes Working Group reviewed the submissions for new mandatory programmes and recommended two new programmes for approval by the Management Committee. The Committee has approved the following online courses as mandatory programmes for all staff across the Secretariat regardless of their level, function or duty station:

(a) United Nations human rights responsibilities;

(b) I know gender: an introduction to gender equality for United Nations staff.[1]

4. Staff members are to complete the new mandatory programmes within six months of the issuance of the present information circular or, in the case of new staff members, within six months of joining the Organization. Supervisors and heads of departments and offices are responsible for ensuring compliance with mandatory training requirements and shall allocate sufficient time for staff members to complete mandatory training as part of their official duties.

5. The annex to the present information circular contains the complete list of mandatory training programmes for staff members of the United Nations Secretariat. All mandatory programmes should be completed within six months of joining the Organization. More information can be found on the human resources portal (https://hr.un.org/page/mandatory-learning).

* The present circular will be in effect until further notice.

[1] With the exception of the staff of the Office of the United Nations High Commissioner for Human Rights, for which the online course "Gender equality and me" remains mandatory for the time being.

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# Annex

**List of mandatory training programmes**

More information can be found on the human resources portal (https://hr.un.org/page/mandatory-learning).

**Mandatory courses for all staff members**

Basic security in the field: staff safety, health and welfare
Prevention of workplace harassment, sexual harassment and abuse of authority in the workplace
HIV/AIDS in the workplace orientation programme[a]
Ethics and integrity at the United Nations
Information security awareness (foundational)
United Nations human rights responsibilities
I know gender (three core modules)

In addition to the above mandatory courses for all staff members, there are additional requirements depending on the role, category/level or duty station of the staff member:

**Mandatory training for all supervisors**

Performance management and development learning Programme for managers and supervisors

**Mandatory training for staff members at the P-4 and P-5 levels**

Management development programme

**Mandatory training for staff members at the D-1 and D-2 levels**

Leadership development programme

**Mandatory training for staff members at the Assistant Secretary-General and Under-Secretary-General levels**

Induction programme for senior leaders

**Mandatory training for staff participating in interview panels**

Competency-based selection and interviewing skills

**Mandatory training for staff members in procurement**

The fundamentals of procurement
Ethics and integrity in procurement
Best value for money
Overview of the Procurement Manual

[a] The programme is available online or as a half-day instructor-led programme. Completion of either version of the programme meets the requirement outlined in ST/SGB/2007/12.

**Mandatory training for staff travelling to non-headquarters duty stations and missions**

Advanced security in the field

**Mandatory training for staff deploying to field missions led by the Department of Peacekeeping Operations up to and including the D-1 level**

Civilian predeployment training

**Mandatory training for all staff arriving in a peacekeeping mission**

Mission-specific induction training

**Mandatory training for all staff arriving in a duty station where Safe and secure approaches in field environments is a training requirement**

Safe and secure approaches in field environments

**Mandatory training for newly appointed senior leaders in peacekeeping operations at the D-2, Assistant Secretary-General and Under-Secretary-General levels**

Senior leadership programme